

5 December 1962

OFFICE OF SECURITY DIRECTIVE No. 62-11

FOR : All Office of Security Employees

SUBJECT: OS - Administrative  
(Purging of Useless or Duplicated  
Information from SRD Files)

1. Effective immediately, all Office of Security professional employees are directed, whenever time permits, to remove from SRD files which come to their attention all documents which either have no security value or are otherwise of no value because they are outdated or duplicated in the file. Any document, however, which reflects reference indexing should not be removed at this time.

2. In overt files containing duplicate documents, one of which contains administrative comments, the other should not be removed because that document will be made available, where necessary, for review by investigators and/or other approved personnel outside the Office of Security. In cases of doubt concerning documents in overt files, Chief, PSD, should be contacted. For covert files, Chiefs, ID or OSD, should be contacted as appropriate.

3. The types of materials which should be removed from files as a matter of course include, but are not limited to the following:

- a. All but one biographical data sheet.
- b. Duplicate investigative reports, letters of assignment, etc. (limited per paragraphs 1 and 2 above).
- c. Forms No. 237 and 241.
- d. Outdated administrative notices covering TDY travel, promotions, and the like.

4. The Security Records Division files material only after a professional OS employee has initialled it or otherwise indicated that it should be placed in the file. Hereafter, materials which come within this Directive should be destroyed and not forwarded to the Security Records Division for filing.

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Sheffield Edwards  
Director of Security

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